



What can you do with iPEP*Business*?

Organize and Index Your Physical Files in Your Office

- Alphabetical filing system-Organize and index your alphabetical files using searchable keywords/tags
- Numerical filing system-Organize and index your numerical files using searchable keywords/tags
- Both alphabetical and numerical systems use Barbara Hemphill's Paper Tiger Methodology to help you file and retrieve your information in seconds.
- Use the Starred Pages feature to quickly access frequently-used files and pages

Upload Your Electronic Files from Your Computer

- Scan documents into your computer, then upload them to your iPEP
- Upload Word, Excel, PDF, Power Point, Images
- Search for content within your uploaded docs
- Enjoy unlimited storage space

Organize and Access Your Frequently-Used Websites from Anywhere

- Post links to your frequently-used websites in your Sidebar.
- Your links will show up on every page in your iPEP for easy access.
- Create a page for all of your logins. Make the page private, allowing only you to access it from any computer with internet access.

Stay Connected to Your iPEP While on the Go

- Access your iPEP via your Smart Phone to search for information when you don't have access to a computer.
- Take notes in the Comments section of your iPEP while away from your computer.
- Add the word 'Task:' in front of your action items. Search 'Task' to pull up all of your tasks in your iPEP when you return to your office.

Complete Searchability

Search within the full text of all uploaded documents to find that needle in a haystack. This applies to all Microsoft Office documents, as well as WordPerfect, PDF, and text files.

Share Documents and Files

Upload important documents and files to make sharing easy. Search within the full text of all uploaded files, and find that particular clause in the corporate bylaws that you're looking for. *iPEPBusiness* provides unlimited file storage.

Store Useful Information

Store all information relevant to client relationship. Import existing stores of information from Word, Excel, and PowerPoint, forward emails to your workspace for inclusion.

Record Meeting Notes and Decisions

How often do you wonder, "*What did we decide last month?*" Use *iPEPBusiness* to record meeting notes and decisions, and you'll have an easy way to find out. Start with our "Meeting Page" template, or create your own.

Intranet

Share organizational knowhow with an easy-to-use intranet. So much of the value of your business depends on the collective experience of others. Rather than relying on ad hoc methods of sharing this wealth of valuable information, use *iPEPbusiness* to capture, store, and distribute it.

Capture Skills and Experience

Use our admin-definable user profiles to capture the skills and experiences of your staff in a simple, searchable repository.

Enable information Collaboration

Jump-start informal collaboration with our real-time Twitter-style status updates, which are private, and restricted to firm personnel.

Build a Living Knowledgebase

A workspace is a great platform for a knowledgebase. A *iPEPbusiness* workspace makes it easy for your entire firm to contribute their knowledge. Our easy-to-use editor lets anyone get up-to-speed quickly, and you can import existing stores of information from Word, Excel, and PowerPoint documents.

Index and Manage Hardcopy and Digital Document Storage

iPEPbusiness offers intuitive indexing capabilities for hardcopy documents, providing access with a single key word search. Moving toward a paperless office? *iPEPbusiness* provides the stable, fully functional platform to streamline digital integration.

For additional information and access to a 30 day complimentary trial, contact <mailto:tracy@simplicated.com> or call 5411-788-7001. <http://www.simplicated.com>